

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK**

EMPLOYMENT OPPORTUNITY

Position:	Network Administrator	Announcement #:	16-CO-05
Appointment:	Full-time, Permanent	Location:	Charleston, WV
Starting Salary:	CL-27 (\$47,390 - \$77,030)	Open To:	All qualified applicants
Promotion Potential:	To CL-28 without further competition		
Opening Date:	January 29, 2016		
Closing Date:	Position is open until filled		

JOB SUMMARY:

The Network Administrator oversees the court's IT networks. The incumbent installs network hardware and software, troubleshoots and repairs technical program problems. The Network Administrator works with management in the planning, design, maintenance, and support of networks and systems to improve efficiencies.

REPRESENTATIVE DUTIES:

- Design, configure, and implement network hardware and software. Plan, coordinate, implement, and test network security measures in order to protect data, software, and hardware.
- Advise and make recommendations to management on network and other significant information technology issues. Develop and implement short-term and long-range automation improvement plans for the court unit, ensuring that the changes can be implemented with minimal disruption at the court site. Lead implementation and integration project teams, as required.
- Regularly monitor operations of the network equipment and systems. Recommend and install updates to ensure continued operation and act as the technical expert in solving network and related computer system problems. Install security operating system patches. Troubleshoot problems with network equipment.
- Provide support and problem resolution to desktop, system, laptop, printer, IP phones and mobile devices end users.
- Advise management and users on specific information that can be readily extracted from existing files, extract information, and create reports as required.
- Prepare and maintain documentation for local networks for systems. Prepare and maintain technical documentation for hardware.
- Identify and develop requirements for procurement of IT equipment and software to protect vulnerable information. Contact vendors when warranty or repair service is needed.
- Maintain contact with IT court personnel at different court locations to remain knowledgeable of developments, techniques, and user programs.

QUALIFICATIONS:

A minimum of two years of specialized experience, including at least one year equivalent to work at CL-25, and completion of an Associate's or Bachelor's degree in computer science or related field.

Specialized experience is progressively responsible information technology and/or network systems experience that involved:

Knowledge of theories, principles, practices, and usage of computer hardware and software. Knowledge of data and telecommunications. Knowledge of capabilities, limitations, and functional applications of information technology. Knowledge of operating systems servers, and workstation products. Knowledge of LANs and WANs, including system security standards. Ability to meet established deadlines and commitments.

PREFERRED QUALIFICATIONS:

Bachelor's or Master's degree in systems administration or information technology. CCNA and/or CCNP certification. Four to five years of specialized experience gained while employed at a highly structured network environment. Experience in and/or knowledge of the following:

- Cisco Networking – Switches and Routing
- Cisco Wireless Networking – Wireless LAN Controllers, Wireless Access Points
- Syslog Server Management
- IP based phones
- Administration of Firewalls
- Websense or other web security solutions
- DNS/DHCP
- Virtualization infrastructure
- Video Conferencing technologies
- Network Monitoring solutions (Systems Center Operations Manager and Solarwinds)

EMPLOYEE BENEFITS:

Positions are covered by the Court Personnel System and entitled to the following benefits:

- Paid annual leave in the amount of 13 accrued days for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 accrued days annually
- 10 paid holidays per year
- Mandatory participation in the Federal Employees' Retirement System and Social Security
- Thrift Savings Plan (optional retirement savings plan with immediate employer matching)
- Federal Employees Health Benefits Program
- Federal Employees Vision and Dental Insurance Program
- Federal Employees Group Life Insurance Program
- Flexible Benefit Program
- Long Term Care Insurance Program options
- Periodic salary increases

INFORMATION FOR APPLICANTS:

The United States District Court is part of the Judicial Branch of government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to, and must pass a background check, including FBI fingerprint check.

APPLICATION PROCESS:

Submit a cover letter and current résumé to Korin Parsons, HR Specialist at Korin_Parsons@wvsc.uscourts.gov. The cover letter should identify how your education and/or experience qualify you for the position. The résumé should detail your education and previous work experience. Reference **Vacancy #16-CO-05**.

Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Only applicants selected for interview will be contacted.

The United States District Court is an equal opportunity employer and values diversity in the work place.